

**Education School Services Intern**

The Education School Services Intern for the Orange County Regional History Center supports the Education Department activities and staff in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen The History Center’s outreach. Intern will work under the guidance of the School Services Coordinator and be trained to conduct onsite school tours and assist with development of school services curriculum and materials.

The Orange County Regional History Center is seeking an energetic, creative and organized **Education School Services Intern** for 120 - 150 hours during the Fall Semester 2013. Deadline for resumes is August 30, 2013. Qualified individuals should send cover letter and résumé via email to [diane.masciale@ocfl.net](mailto:diane.masciale@ocfl.net).

**REPORTS TO**: Amanda Parish, School Services Coordinator, Interim

**DUTIES AND RESPONSIBILITIES:**

* Curriculum Development
* Participate in Education programs
* Provide support to Education department
* Other duties as assigned and agreed upon by supervisor and intern.
* Specific Strategic Plan Project will include analysis and recommendation

**REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:**

* College sophomore or above student with major coursework towards a degree in Elementary Education, English Language Arts Education, History, Social Science Education or related field.
* Proficient in Microsoft Office (Word, Excel, and PowerPoint)
* Above-average oral and written communication skills
* Ability to prioritize multiple assignments
* Detail oriented and organized
* Ability to work independently
* Weekday availability, including the hours of 9:30 AM -12:30 PM

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of the internship as required to fulfill the directives of The History Center Education Department and strategic plan or as designated by executive staff. Work environment is primarily in an office with some light lifting.

\*Final Candidates must pass a background check, must live and be able to work in the United States.

**65 E. Central Blvd., Orlando, FL 32801 ∙ (407) 836-8500 ∙ www.thehistorycenter.org**